

Domestic Off-Campus Program Course Approval Form

Name: _____ Student ID: _____

Program: _____ University: _____

Location (city/state): _____

Semester: ☐ Fall ☐ Spring ☐ Summer ☐ Academic Yr _____ Year: _____

While studying there I intend to be registered into the courses listed below. If I must change courses for valid academic reasons (e.g., scheduling conflicts or course availability issues), I will contact the Registrar's Office.

Course Number and Course Title	Comparable IWU Major/Minor Course Number and Course Title ¹	Gen. Ed category/flag ²	Department Chair signature for Major/minor and/or Registrar Signature for General Education
1.			
2.			
3.			
4.			
5.			
6.			

Notes: 1. Major/Minor requirements require signatures from the appropriate Department Chairs or Program Directors.
 2. General Education requirements and flags require the signature of the Registrar. Student must provide a copy of the syllabus to the Registrar if requesting that a course be evaluated for general education attributes or flags.

I understand that the schedule I am providing to IWU is tentative. It will be my responsibility to notify the IWU Program Coordinator about any changes in my schedule during the first two weeks of class.

Student Signature: _____ Date: _____

Academic Advisor : _____ Date: _____

IWU Program Coordinator: _____ Date: _____

Registrar: _____ Date: _____

See reverse for important information

Upper- and lower-division credit is determined by the teaching institution. Course numbering systems are not uniform among all institutions. While IWU uses 300/400 to denote upper division credit, not all institutions do the same.

The amount of credit awarded is determined by the teaching institution. A course unit at IWU is defined as the equivalent of 4 semester hours. Therefore, a course awarded 3 semester hours of credit by the teaching institution or the credit-granting institution earns the equivalent of 0.75 IWU course units. For schools on a quarter system, a course awarded 4 quarter hours of credit is equivalent to 0.66 units.

A course must carry at least 3 semester hours/0.75 units of credit (or 4 quarter hours/0.66 units of credit) to fulfill a major, minor, or General Education requirement. A 3 semester hour course (or a 4 quarter hour course) is considered a course count and will meet the requirement for one course in the 32 courses needed to graduate. When calculating units toward the 32 units required for graduation a 3 semester hour course will count as 0.75 units (and a 4 quarter hour course will count as 0.66 units) toward the 32 total units.

For programs with standing affiliation agreements with IWU, all course work from a semester of off-campus study will be reflected as IWU credit on your IWU transcript, including failed courses. All grades are factored into your IWU cumulative grade point average. Your off-campus study program must report all credit earned.

Course Approval Process for Students

1. Student will obtain the Domestic Off-Campus Program Course Approval form from the IWU Program Coordinator and work with their IWU Academic Advisor to select courses and complete the form.
2. Student will request approval signatures from Advisor, Department Chair(s) and Program Coordinator.
3. Once the form has been completed and all faculty signatures have been obtained, student should bring the form to the Registrar's Office, Holmes Hall, 110. If requesting general education attributes or flags please also bring appropriate syllabi.
4. Registrar will review and send scanned copy of approved form to IWU Program Coordinator.
5. Program Coordinator will send copy to student and add approved form to shared Google drive. (Drive access is shared with Registrar.)
6. Student will work with Program Coordinator regarding any schedule changes that differ from approvals on this form. Program Coordinator will update Registrar with any student schedule changes.